AIM Data Collection Guide:

SPRING AGGREGATE HOURS COLLECTION

This guide explains the basic process for entering Spring Aggregate Hours information into AIM/Infinite Campus.

Topics covered in this Quick Reference Guide include:

- Four ways to enter aggregate hours
- Early Graduates
- Resync State Data



The Spring Enrollment Collection is used to collect the Aggregate Hours of Instruction for all students enrolled on the Spring Count Date.

Student data from AIM will then be imported to the MAEFAIRS system to determine the count of students used in the calculation of Average Number of Belonging (ANB) used for school funding.



The Spring Enrollment data must be accurate for **enrollments as of February 1, 2016.** If there are no classes held on February 1, 2016, use the next regularly scheduled school day. **This collection absolutely ends February 9, 2016.**

There are <u>four basic methods</u> of entering this data. Before beginning this process, there are a few considerations in choosing the most appropriate method for your district:

- All of our daily attendance data is stored on a third party student information system – which method should I use to enter Aggregate Hours into AIM?
 - Most student information systems have automated uploads to extract information in a format that will upload to AIM. See Method #1 page 2
- 2. Our district only has a few students which method should I use to enter Aggregate Hours?
 - Districts with only a handful of students may find the direct entry most convenient. See Method #2 on page 3
- 3. Our district has about 150 students but we use paper ledgers to record student attendance which method should I use to enter Aggregate Hours?
 - Districts who maintain paper ledgers may want to default all students to full-time Aggregate Hours using Method#3 and then use the direct entry method to modify non-full-time students using Method #2. See page 3
- 4. Our district uses the MT Edition application (or District Edition) to collect student attendance information – which method should I use to enter Aggregate Hours?
 - Districts who maintain attendance information in their MT Edition or District Edition application of Infinite Campus can use the MT Count Date Attendance Tool in Method #4 to auto-calculate their Spring Aggregate Hours data. page 5
- 5. Do I need to enter Aggregate Hours for Early Graduates?
 - Enter Aggregate Hours for Early Graduates using Method #2 on page 3,





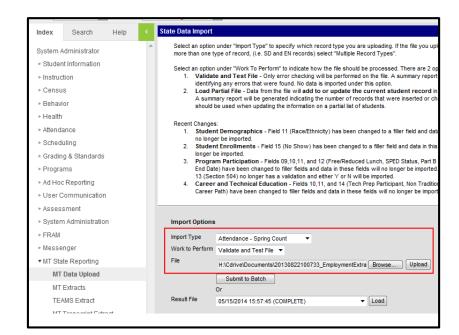
February 2016

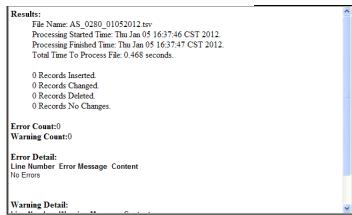
METHOD #1: (MT Edition only) Export Spring Attendance data from your Student Information System.

Create an export file from your Student Information System. Save the file in either *.txt or *.tsv format.

From the Index, select MT State Reporting/MT Data Upload.

Choose **Import Type**, *Attendance – Spring Count*, and **Work to Perform**, *Validate and Test*. Browse for the file and click *Upload*.





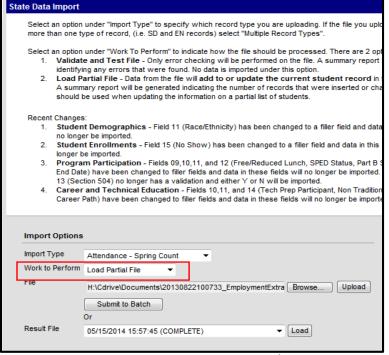
Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to MT State Reporting/MT Data Upload.

Change **Work to Perform** to *Load Partial File*. Click **Upload**.

NOTE: Be sure to resync the data-see page 7.







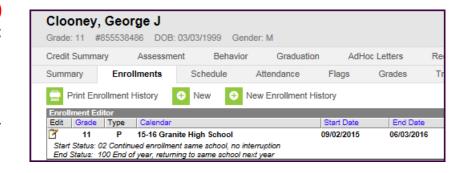
METHOD #2: (MT or District Edition) Enter Aggregate Hours by Student using

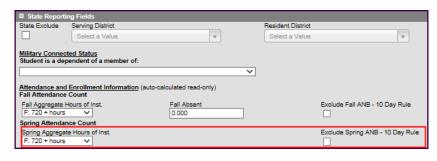
Enter Aggregate Hours by Student using Direct Entry.

Select Year 15-16 and a School.

Click the **Search** tab. *Search for* **Student**. Click *Go*.

Click a Student's name and select the





Open the current 15-16 school year enrollment. Scroll down to the <u>Attendance</u> <u>and Enrollment Information</u> section.

Under *Spring Aggregate Hours*, select the appropriate hours.

If it applies, check the *Exclude Fall ANB* – 10 Day Rule box to exclude the student from the Spring ANB count. Mark this box if:

- Student was absent more than 10 days prior to and including the Count Date and your district has not requested an exception. OR
- Student is attending a Day Treatment program as of the count date. (See <u>Day</u> <u>Treatment – Reporting Students in AIM</u> for more information.)

Click Save.

METHOD #3: (MT or District Edition)

Default Aggregate Hours to Full-time for all and go back and fix non-full time students' Aggregate Hours.

From the Index, select MT State Reporting/MT Extracts.

Select Extract Type, Attendance – Spring Count and Format, State Format (TSV).
Select the Calendar(s).

Click Generate Extract.

Save the file to a convenient location (i.e., the desktop).

Extract Options		Select Calendars	
		Which calendar(s) would you like to include in the report?	
	ndance - Spring Count	active year	
Format State	Format(TSV) 🗸	O list by school	
Ge	enerate Extract	O list by year	
		15-16	
		15-16 Granite High School 15-16 Philipsburg 7-8	





From the Index, select MT State Reporting/MT Data Upload.

From **Import Type**, select *Attendance – Spring Count* and **Work to Perform**, *Load Partial File*.

Click Upload.

All students will now be marked as F: 720+.

If a student has different *Aggregate Hours* (other than *F: 720+*), follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click *Go*.

Click the student's name and select the **Enrollments** tab.

Open the current 15-16 school year enrollment. Scroll down to the <u>Attendance and Enrollment</u> <u>Information</u> section.

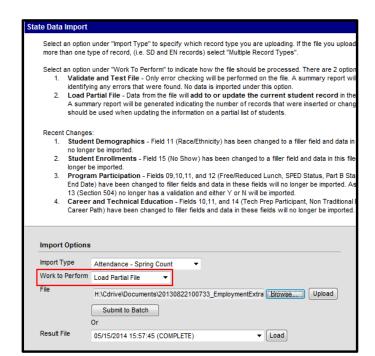
If the *Aggregate Hours* are different, select the appropriate number of hours.

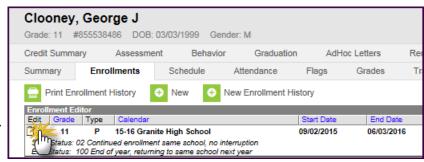
If it applies, check the *Exclude Fall ANB – 10 Day Rule* box to exclude the student from the Fall ANB count. Mark this box if:

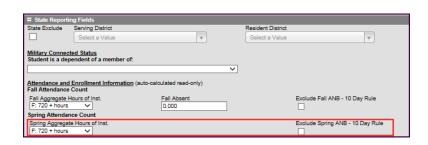
- Student was absent more than 10 days prior to and including the Count Date and your district has not requested an exception. OR
- Student is attending a Day Treatment program as of the count date. (See <u>Day Treatment –</u> <u>Reporting Students in AIM</u> for more information.)

Click Save.

NOTE: Be sure to resync the data – see page 7.









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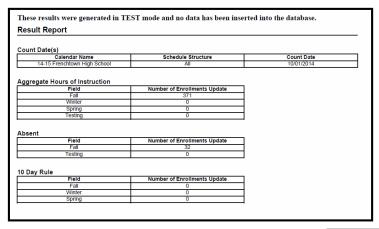
METHOD #4: (District Edition or MT Value Added) Districts using Infinite Campus to Calculate Aggregate Hours

Districts who record daily attendance in MT Edition or District Edition do not have to enter Aggregate Hours for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the **Index**, expand **MT State Reporting**. Select **MT Count Date Attendance**.

From **Select Count Period to Calculate**, choose *Spring*. All other options will calculate automatically. Click *Run*



Open the Results Report.

Select A Calculation

Aggregate Hours of Instruct

Run Test Generate Submit to Batch

Exclude ANB 10 Day Rule

System Administrator

► Student Information

► Instruction

► Attendance

► Grading & Standards
► Programs

Ad Hoc Reporting
 User Communication
 Assessment

► FRAM

► Messenger

▼ MT State Reporting
MT Data Upload

MT Extracts

MT Transcript Extract
MT Count Date Attendance

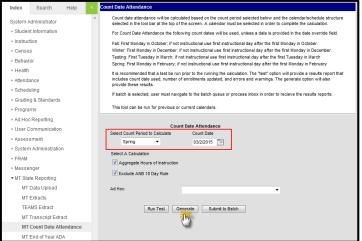
► Census ► Behavior

Check the warnings/errors and make corrections as needed.

For Count Date Attendance the following count dates will be used, unless a date is provided in the date override field. Falt. First Monday in October; if not instructional use first instructional day after the first Monday in October. Writter: First Monday in December; if not instructional use first instructional day after the first Monday in December. Fasting: First Monday in March; if not instructional use first instructional day after the first Tuesday in March. Spring: First Monday in February; if not instructional use first instructional day after the first Monday in February.

Return to the **MT Count Date Attendance** tool. Click *Generate*.

Repeat for each School/Calendar.







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Note:

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

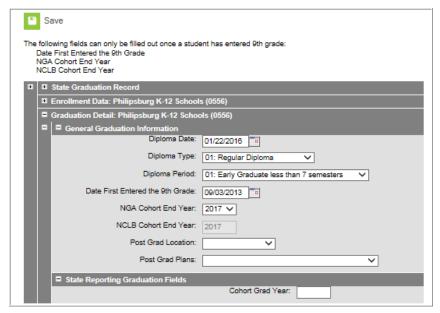
** Individual corrections will be overridden if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.

EARLY GRADUATES

Enter Spring Aggregate Hours for early graduates (students who were 12th grade at Fall Count **and** graduate at any time before the Spring Count **and** have a Diploma Period of 01: Early Graduate less than 7 semesters **or** 02: Early Graduate—7 semesters).

Spring Aggregate Hours should be equal to the number of hours of instruction the student was receiving at the time of graduation.

Verify that *Diploma Date*, *Diploma Type* and *Diploma Period* have been correctly entered on the **Graduation** tab.



See **Method #2** above for specific instructions on the direct entry of student attendance data.



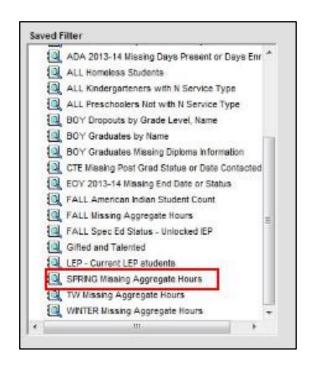


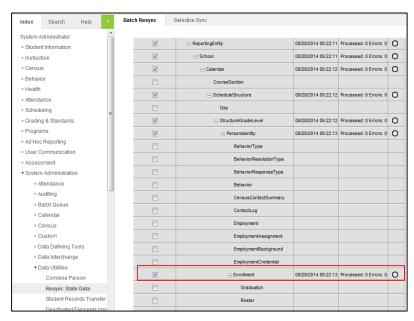
STATE PUBLISHED AD HOC FILTERS

A state published ad hoc filter is available to help verify spring attendance data.

Under Ad Hoc Reporting, Filter Designer, State Published is: **SPRING Missing Aggregate Hours** which searches for all student records that are missing spring aggregate hours.

When using ad hoc filters, remember to set **Year** to 15-16 at the top of the screen and set **School** to the school or schools to be searched.





RESYNC STATE DATA

When using any of the above methods, **EXCEPT METHOD #2**, it is important to perform a data resync when finished.

From the Index, expand System
Administration/Data Utilities/Resync
State Data. Set the Year to 15-16.

Check the box for *Enrollment*. All associated boxes will automatically populate. At the bottom, click *Request Resync*.

A data sync is required for all file uploads and recommended before data collection due dates.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or opiaimhelp@mt.gov for assistance.



